

## City of Waukegan

### HONORARY STREET NAME SIGN APPLICATION

100 N. Martin Luther King Jr. Avenue, Waukegan, IL 60085

PURPOSE OF THE PROGRAM: The Honorary Street Name Sign Program allows citizens the opportunity to honor people that have made significant contributions to the Community. Street names will be displayed for a **one year period**. The sign will then be turned over to the respected party. Street designations will be determined on a case by case basis. The portion of a street so designated will be one block long. Final approval is given by the Public Safety Committee. A completed application, plus a *fee of \$300* per sign must be submitted prior to approval.

#### 1. REQUIRED SUBMITTALS:

Please submit the following items along with your request:

- ❖ A typed request stating the designee and preferred location shall be received by the City Clerk's Office and recommended to the Public Safety Committee. The statement should indicate why a particular section of street has been requested for the honorary designation.
- ❖ General location shall be limited to a single point or short segment with sign(s) posted at the point or near mid-block.
- ❖ Payment of the **\$300** fee per sign and installation is to be made to the City of Waukegan prior to fabrication and installation of sign(s). The \$300 fee is for a 2-faced sign on one side of the street.

#### 2. DESCRIPTION:

- ❖ Legend shall be white lettering on brown background.
- ❖ Sign(s) will be installed by City crews and shall remain in place for a period of twelve (12) months.
- ❖ Upon removal by City crews, the sign(s) will be given to the applicant and *donated* to the *designee's* family.
- ❖ Maintenance of the sign installation and/or replacement of the various materials shall be at the expense of the donator. Failure to cover the cost of the maintenance or replacement material(s) will cause the sign installation to be **removed** immediately.
- ❖ Honorary Street Naming is restricted to one designation per ward per year.

This policy is retroactive and applies to all Honorary Street Signs.

**3. APPLICANT INFORMATION**

**\*Please print clearly**

**Applicants Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ **Fax: ( )** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ -

**4. HONORARY NAME REQUEST**

**NAME OF HONOREE:**

\_\_\_\_\_  
**(As it would appear on the Street Name Sign)**

**LOCATION:**

\_\_\_\_\_

**WARD:**

\_\_\_\_\_

**INTERSECTING STREETS AT EACH END OF THE ONE BLOCK AREA:**

\_\_\_\_\_

**Please check all that apply and include a brief explanation for each of the applicable criteria.**

\_\_\_\_\_ **Cultural Impact to the City:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Historical Impact to the City (ties to the City):**

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\_\_\_\_\_ **Humanitarian Efforts:**

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\_\_\_\_\_ **Association with the City:**

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\_\_\_\_\_ **Geographical Relationship to Focus of Interest:**

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**5. SIGNATURE OF APPLICANT:**

**My application consists of the following items necessary for a complete application. Please check:**

- Completed Application Form, plus a \$300 fee (make checks payable to "City of Waukegan" and submit to the City Clerk's Office)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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Office use only:

Date sign installed: \_\_\_\_\_

Date sign removed: \_\_\_\_\_